

## NEW MENU ITEM

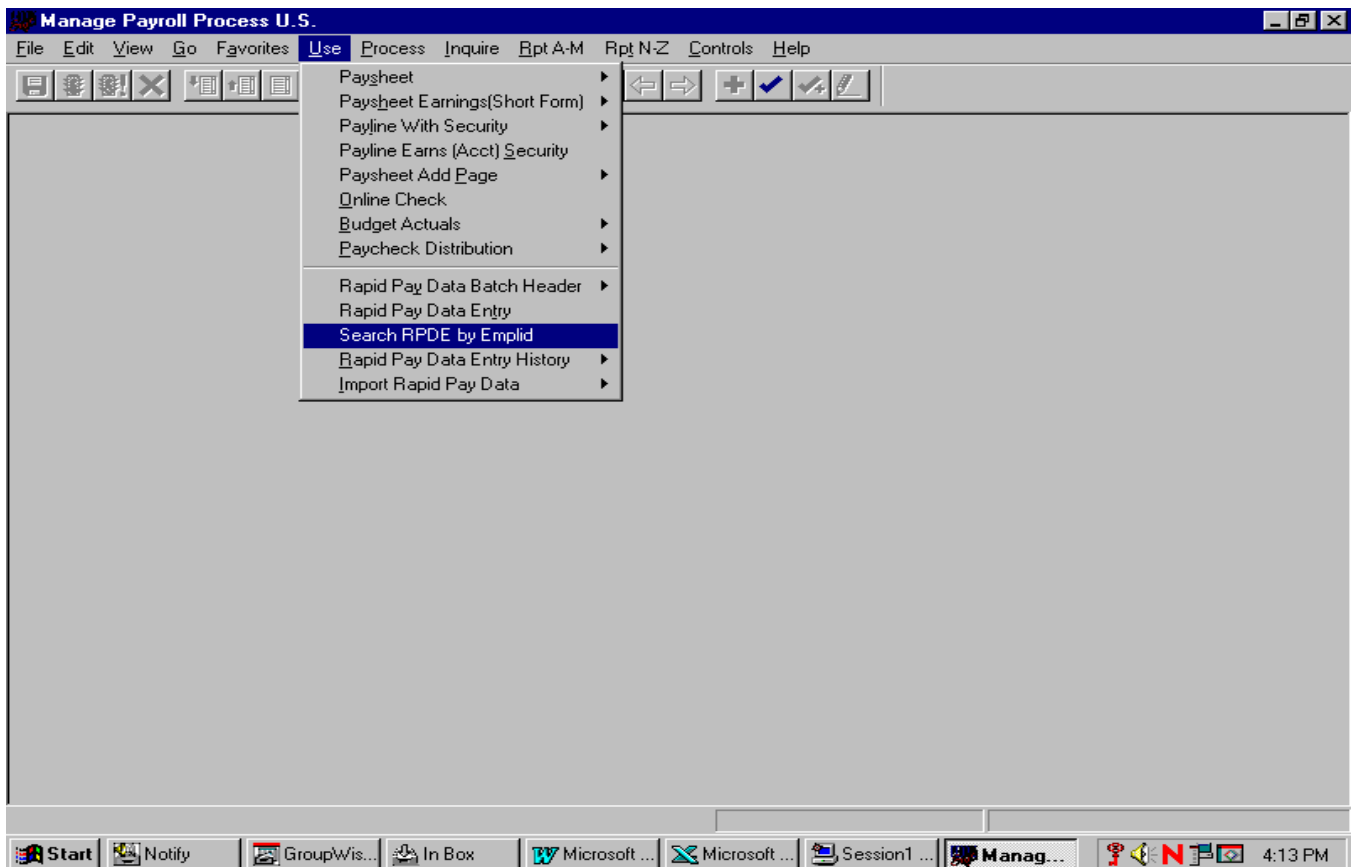
### “Search RPDE by Emplid”

When using Rapid Pay Data Entry currently, the only way to search for a transaction within a specific batch is to pull up the batch and scroll through all entries (entries are sorted by Emplid within the batch) until you find the one in question. Once found you can make corrections and then save the changes. Using this new search panel you will be able to pull up all transactions included in any open batch for a particular employee. You will be able to correct data, insert new rows, or delete existing rows. The Emplid field will be greyed out and can not be changed.

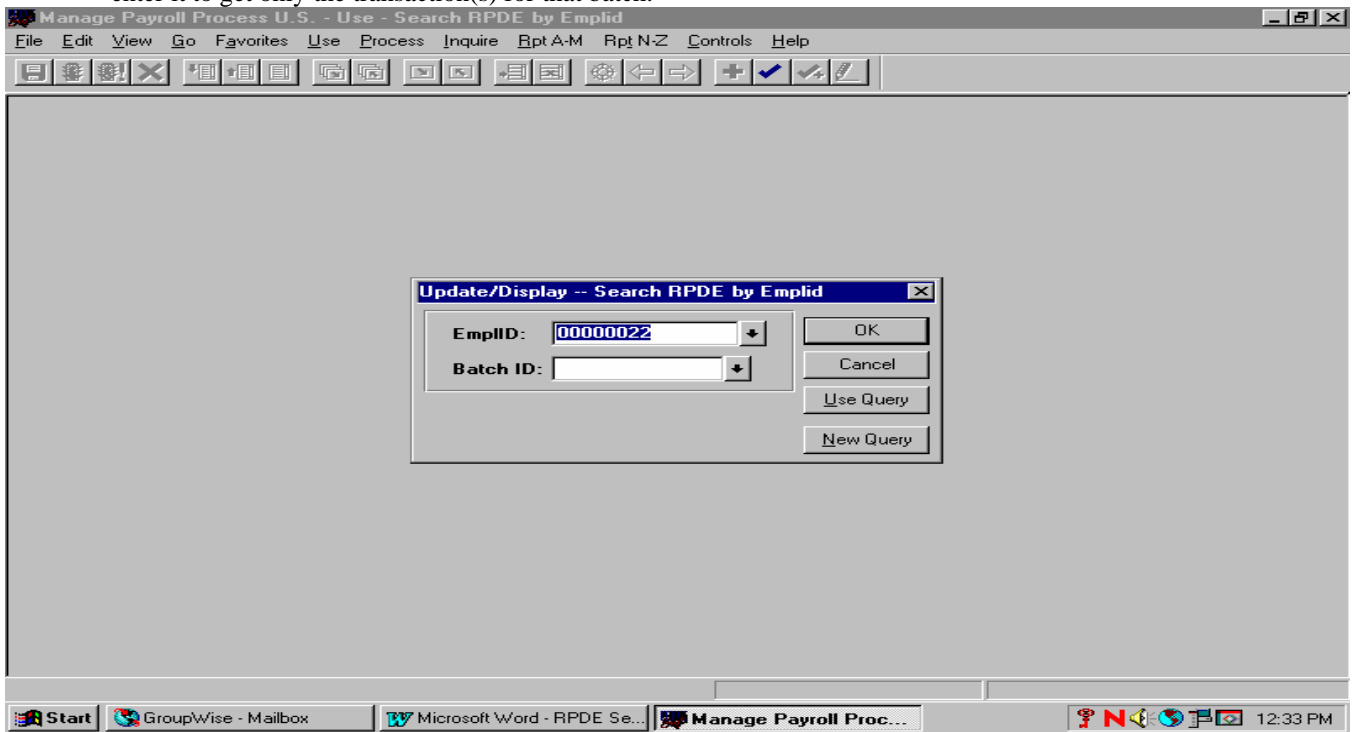
The following are instructions on how to use the new menu item to search for a transaction in a batch that has not yet been processed during the overnight process. If the batch has been processed, you must make the correction using Payline.

The navigation for the new menu item is as follows:

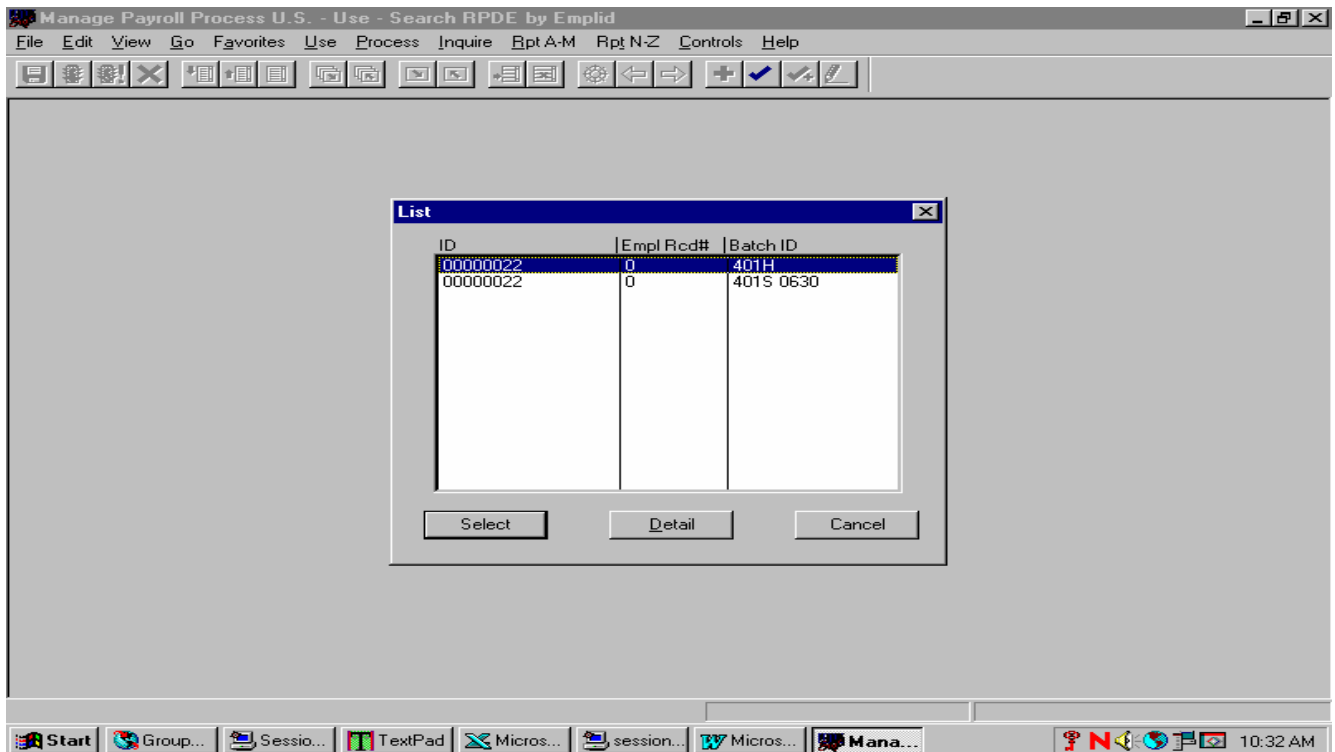
Go; Compensate Employees; Manage Payroll Process U.S.:  
Use; Search RPDE by Emplid



Key in the emplid of the employee you need to view/correct and click OK. If you know the Batch ID, enter it to get only the transaction(s) for that batch.



A list box appears. If the employee is in multiple batches, select the correct Batch ID from the list box.



The employee will then show up with the transaction(s) for that batch. If you need to make any changes, do so here and make sure to save all changes.

**Manage Payroll Process U.S. - Use - Search RPDE by Emplid**

File Edit View Go Favorites Use Process Inquire Rpt A-M Rpt N-Z Controls Help

Pay Data Entry

Batch ID: 401H TEST ALP BATCH 2 Pay Run: Sep 15 Check Semi (401-427)

EmplID: 00000022 Hyman, Willie P.

Rcd#: 0 Earn Code: 113 Hours: 32.00 Amount:

**Job Data Overrides**

Scheduled Hours: Hourly Rate: DeptID:

Account Code: Position Nbr:

Dx Pay Entry Update/Display

Start Group... Sessio... TextPad Micros... session... Micros... Mana... 10:34 AM

**NOTE:** The EmplID field is greyed out and can not be changed.